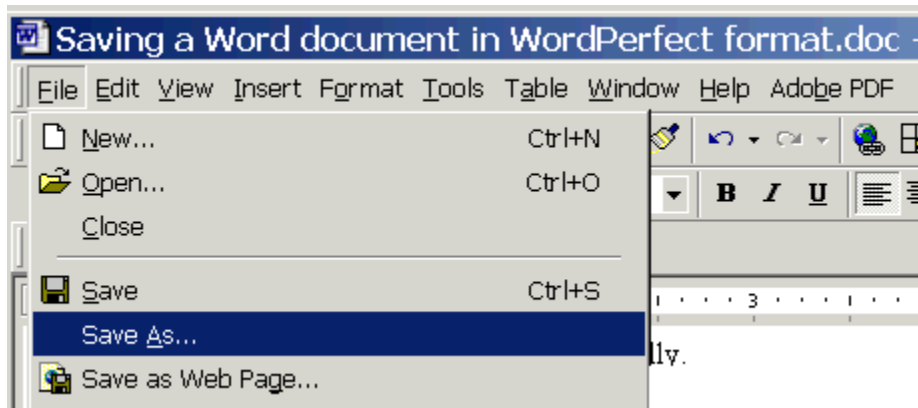


Saving a Microsoft Word document in WordPerfect format:

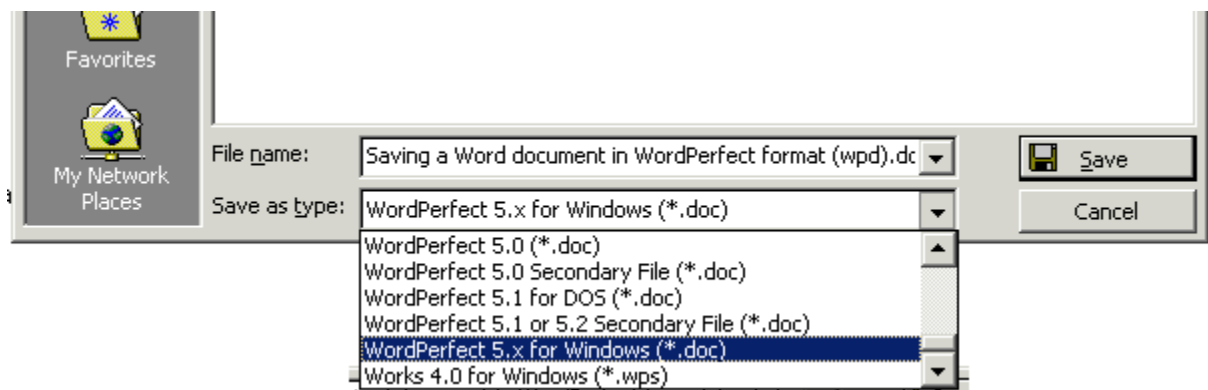
The court uses Corel WordPerfect as its word processing software. The court requires that proposed orders and other documents the court requests in word processing format¹ be submitted in WordPerfect format. In Microsoft Word and most other word processing software, it is relatively easy to save a document in WordPerfect format.

Finish and save the document normally.

Then, on the FILE menu, select **SAVE AS**



In the SAVE AS dialog box that appears, select **Word Perfect for Windows format**:



Save the document in a location with a **distinct name** that shows this version is in WordPerfect format (such as the parenthetical wpd above) and save the document in a **location** that you can find it.

Be sure you **send the WordPerfect version** of the document to the court.

¹ All documents filed in the court's official file under CM/ECF must be in PDF format. Word processing format is not acceptable. These instructions do not pertain to official court filings.